

Office Occupations

Provider: Amundsen Educational Center

Length: 18 Weeks

Website

<http://www.nfvtc.org/programs.html>

Places: Soldotna

Sample job expectations: receptionist, typist, word processor, general office clerk, correspondence clerk, proofreader, payroll clerk, cash receipts clerk, accounts payable clerk, accounts receivable clerk, data input clerk.

Related Occupations

Cargo and Freight Agents

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Procurement Clerks

Word Processors and Typists

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